

WV Center for Nursing
Operations Subcommittee
August 25, 2006
9:00 to 10:00 a.m.
WV Higher Education Policy Commission
9th Floor Conference Room
Minutes

Members Present: Denise Campbell, Duane Napier, Dr. Cynthia Persily,
Mary Beth Barr
Members Absent: Vickie Parlier Jones

I. Call to order

Meeting was called to order by Mary Beth Barr, Chair.

II. Approval of minutes from meeting on July 14, 2006

Ms. Barr asked for any changes to the minutes. With none requested by the members, Denise Campbell moved to approve as written; Dr. Persily seconded; and the motion passed unanimously.

III. Executive Director Report

Mr. Napier had no specific report; will share his information as the agenda progresses.

IV. Old Business

A. Signature authority for Executive Director.

Mr. Napier reported that the signature form has been completed as requested by the HEPC finance staff.

B. "WV Finest" Recognition program

Mr. Napier reported changes have been made to the materials as requested by the WVCN Board. He will be meeting with a media consultant to discuss refinement of the cover letters, and development of the program. Mr. Napier will ascertain if the design work and printing need to be bid out.

Action Item:

1. Executive Director to meet with media consultant.

C. Laptop computer purchase

Mr. Napier followed up with HEPC IT staff on the purchase of laptop. He was informed that a laptop had already been purchased for the WVCN; however, one was needed by HEPC staff; so the original laptop was provided and a new one is being ordered for WVCN. Mr. Napier noted that HEPC will maintain the equipment.

D. Advertising in State Journal publication "Compass"

Mr. Napier stated that the final total cost will be approximately \$1,000; has determined that the artwork used in the ad has been purchased; and WVCN can use indefinitely.

V. New Business

A. July 2006 Monthly Financial

Mr. Napier stated that everything is in line; nothing outstanding. WVCN is now being charged for telephone service. Ms. Barr asked if funds have been received from the LPN licensure renewals. Mr. Napier stated that some funds have been received and more should be transferred. Ms. Barr asked for motion to approve the budget. Dr. Persily moved; Denise Campbell seconded, and the motion was approved.

VI. Strategic Plan

Mr. Napier stated that the initiatives are being met.

VII. Announcements

Mr. Napier reminded members of September 12th Advisory meeting and the December 1st Board retreat.

VII. Next Meeting Date and Adjournment

Next meeting was scheduled for September 29th at 9:00 a.m. The meeting was adjourned.

Signatures:

Chair

Date

Executive Director

Date

